

POSITION DESCRIPTION

Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Classified	Regular	Full-Time	Existing	100%	Other %
Position Number: K0043108		Current Class Title: Public Health Nurse III		For Use by Human Resources Allocation: Public Health Nurse III Effective Date: 5/20/2008 FLSA Status: Exempt Approved By: Patti Woodcock Pay Grade: 28	
Employee Name: Jane Kennedy		Proposed Class Title: (reallocations or new positions only)			
Direct	Name: Marc Shiff	Position Number: K0047427			
Supervisor	Title: Public Service Executive II				
Location:	Topeka/Shawnee	Other Location:	8:00am - 5:00pm	Other Hours:	
Division:	Division of Health, Bureau of Family Health			Budget Program Number:	65110

Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

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2. How much latitude is allowed incumbent in completing work? Considerable

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

Oral and written instruction is given on a weekly basis with broad guidelines for work to be accomplished.

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4. Which statement best describes the results of error in action or decision of this incumbent?

Major program failure, major property loss, or serious injury or incapacitation.

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.

Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Number	% of Time	E or M	Description of Duties
1.	35%	E	Program Management: Serves as the statewide consultant related to children with special health care needs in the state for local health department nurses, school nurses and educators by providing specialized consultative services concerning policies of the CSHCN program. Coordinates and collaborates with other state agencies, physicians and hospitals as well as other medical providers, vendors, contact staff and other families related to CSHCN in the state. Monitors, interprets, synthesizes and disseminates relevant information associated with changes in the CSHCN program and issues related to CSHCN in the state.
2.	15%	E	Participates in the development and implementation of policies, procedures, guidelines and protocols related to the CSHCN program. Completes monitoring, technical assistance and follow-up as necessary related to the CSHCN program including quality assurance activities related to the CSHCN data system. Monitoring and quality assurance will be performed by reviewing client records, CSHCN data screens and fiscal management.
3.	25%	E	Conduct and monitor eligibility decisions based upon review of application materials, medical reports, and communication with applicant and service providers. Eligibility decisions for both medical and financial eligibility are based on policies and regulations governing the CSHCN program. Work closely with CSHCN director to monitor funding status related to authorization of services. Coordinate and monitor the development of plans of care for CSHCN throughout the state, including authorization of services by conferring with physicians and other support services. Assures necessary referrals to community resources including Part C of IDEA.
4.	15%	E	Assesses the need for educational programs for local, state and private providers related to the CSHCN program including the CSHCN data system. Provides education programs as requested related to CSHCN. Serves as a consultant and/or faculty for education programs as needed; review, recommends and participates in the development of education materials to providers, contractors and general public as necessary. Participates in state and national meetings relating to CSHCN and provides information to those with who they consult. Participates on interagency and intra-agency committees and on other groups as assigned. Attends skill building courses, conferences, seminars and workshops to continue professional development.
5.	5%	E	Assures recruitment, orientation, training and supervision of administrative support staff. Assures cross training of CSHCN program staff in order to cover in the absence of staff. Participates in assigning, reviewing and evaluating work of support staff
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:		<input checked="" type="radio"/> Supervisor <input type="radio"/> Non-Supervisor	
7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #
Administrative Specialist	K0046053		

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?

<input type="checkbox"/> Local Government Officials <input type="checkbox"/> State Government Officials <input type="checkbox"/> Federal Government Officials <input checked="" type="checkbox"/> Community Contacts <input type="checkbox"/> Private Consultants <input type="checkbox"/> Owners <input type="checkbox"/> Operators <input type="checkbox"/> Legislature <input checked="" type="checkbox"/> KDHE Program Staff <input checked="" type="checkbox"/> Other Families <input type="checkbox"/> Other <input type="checkbox"/> Other	Frequency: Frequency: Frequency: Occasionally Frequency: Frequency: Frequency: Frequency: Daily Daily Frequency: Frequency:	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Purpose: Purpose: Purpose: carry out duties Purpose: Purpose: Purpose: Purpose: carry out duties carry out duties Purpose: Purpose:	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Other Purpose: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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9. What hazards, risks or discomforts exist on the job or in the work environment?

☒ Normal Office Environment
☐ Other (please explain)

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others.
 (Check all that apply.)

☐ Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public.
☐ Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur.
☐ Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training.
☐ Personal protective equipment is provided as necessary.
☐ The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries.
☐ Normal driving and road hazards may occur while traveling Kansas roads.
☐ Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc.
☒ Requires the use of computer, copier, calculator, fax, and other electrical office machines.
☒ Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office.
☐ Other:

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.
☐ Yes ☒ No

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.

Equipment: <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Telephone <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Fax machine <input type="checkbox"/> Scanner <input type="checkbox"/> Scientific equipment <input type="checkbox"/> Sampling equipment <input checked="" type="checkbox"/> Vehicle	Frequency Used: Daily Daily Daily Daily Frequency: Frequency: Frequency: Occasionally	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Equipment: <input type="checkbox"/> Other (describe) <input type="checkbox"/> Other (describe) <input type="checkbox"/> Other (describe) <input type="checkbox"/> Other (describe)	Frequency Used: Frequency: Frequency: Frequency: Frequency:	▼ ▼ ▼ ▼	Other: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Eligible to be licensed as a Registered Nurse (RN) in the State of Kansas and four years of experience in registered nursing.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required	<input type="checkbox"/> Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State. <input type="checkbox"/> Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position. <input type="checkbox"/> Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.
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Other License	Nursing
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15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education

- ☐ High School/GED
☒ Bachelors Degree
☒ Masters Degree
☐ Ph.D.
☐ M.D.
☐ Other
☐ Other
☐ Other
☐ Other

Degree Area

Nursing
Nursing

Preferred Skills

- ☒ Computer Skills
☐ Grammar
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

Preferred Experience:

Experience in pediatrics. Good computer skills. Comfortable with training individuals. Clear thinker. Self-motivated. Knowledge of supervisory principles and public health theory.

Part IV: SIGNATURES

Signature of Employee

Date

Signature of Human Resources Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date